



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: February 5, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 7, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, February 22, 2018.** Applications will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM IV (2 pos)

Consultant Agreement Manager
Bureau of Design & Environment
Office of Program Development
Springfield

Attachments
42627

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Thursday, February 22, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager IV (2 Positions)	Salary:	\$5,015 - \$7,085*
Position Title:	Consultant Agreement Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-65-309-20-01	IPR#:	42627

Office/Central Bureau/District/Work Address:

Office of Program Development / Bureau of Design & Environment / 2300 S Dirksen Pkwy, Springfield, IL

Description Of Duties:

This position manages consultant agreements by evaluating, preparing and processing agreements within established deadlines with firms that provide professional engineering services for the Department.

Special Qualifications:

Desired:

- Four years of college preferably with major courses in business or public administration
- Five years of experience working in public or business administration
- Working knowledge of governmental operations and highway design and construction
- Ability to plan, organize and execute technical program requirements
- Ability to maintain harmonious relationships with employees, agency officials and firms doing business with the department

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	January 16, 2018	POSITION:	Consultant Agreement Manager
APPROVED BY:	Jack Elston	OFFICE:	Office of Program Development/ Bureau of Design & Environment
CODE:	PW414-23-65-309-20-01	REPORTS TO:	Agreements Unit Chief

Position Purpose

This position manages consultant agreements by evaluating, preparing and processing agreements within established deadlines with firms that provide professional engineering services for the Department.

Dimensions

Annual Number of Agreements:	150
Annual Fee Volume:	\$30 M

Nature and Scope

This position reports to the Agreements Unit Chief. There are no subordinates reporting to this position.

This position manages the negotiation, preparation and execution of consultant agreements for transportation improvements statewide. This position prepares agreements for the services of professional engineering consultants who have been selected to provide feasibility, environmental or location studies, land surveys, soils investigations, structural investigations, contract plans, etc. for transportation improvements. The incumbent advises the district offices of approval or recommended changes in proposed agreements between the consultants and the Department.

Typical problems encountered by the incumbent include the ability to secure executed agreements within established deadlines and ensure proposed agreements fit within established policy and laws. The greatest challenge to this position is managing shifting priorities and processing the agreements in a timely manner to meet established schedules, deadlines and commitments.

The incumbent is personally responsible for managing the preparation of engineering agreements with consultants. S/He analyzes and finalizes the consultants' cost proposal and agreement negotiations, finalizes the contract, obtains the required signatures and approvals, and authorizes the work to proceed. The incumbent manages the agreements in accordance with departmental policies and procedures and ensures that agreements comply with current state, federal, and local agency design standards and policies, and are within the scope of the Department's transportation program. S/He manages the approval process for all assigned consultant agreements negotiated by the districts for consulting services required to meet the multi-year planned program. The incumbent also ensures that agreements comply with statutory law. Where agreement provisions deviate from established policy, the incumbent evaluates factors and recommends disposition. S/He suggests alternate language to the districts where standard language does not apply and resolves conflicts concerning the districts' proposed policy deviations with central bureau management. The incumbent recommends final execution or other disposition of agreements to the Director of the Office of Program Development.

The incumbent is free to act within guidelines established by department policy and existing legislation. The incumbent refers unusual situations or policy deviations to the Agreements Unit Chief.

To accomplish the responsibilities of the position, the incumbent has internal contacts with the districts, Office of Program Development, Office of Highways Project Implementation, and Office of Chief Counsel. External contacts include the consultant engineering firms and the Federal Highway Administration.

The effectiveness of this position is measured by the incumbent's ability to secure agreements in an expeditious manner to meet the Department's program goals and established deadlines. Effectiveness is also measured by the number and value of agreements processed, the incumbent's ability to resolve conflict, and the ability to manage a large number of projects with changing priorities while remaining within Department's policy and specifications.

Principal Accountabilities

1. Manages the preparation of and secures approval of agreements with engineering consultants within established deadlines.
2. Resolves conflicts of district proposed policy deviations with central bureau management.
3. Manages all agreement adjustment(s) to meet bid letting, project and goal deadlines.
4. Evaluates draft agreements and recommends changes to the districts.
5. Recommends final execution or other disposition of agreements by the Director of the Office of Program Development.
6. Ensures that Disadvantaged Business Enterprise (DBE) requirements are met.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as required and/or assigned.